CBEDS

California Basic Educational Data System
California Department of Education
PAIF-10 (rev 6/00)

Professional Assignment Information Form (PAIF) - October, 2002
Edit Error Checks

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**This IS NOT A LIST OF ERRORS/WARNINGS for your district. To prepare
a report listing all errors/warnings for your district select the "Report",
pull down menu with the "Remaining Errors/Warnings" option.**

> Purpose: This is a list of ALL "Edit Checks" that are made to the CDIF and SIF data. It contains detailed information about how each "Edit Check" is done.
>
> Please note the two types of "Edit Checks", (1) Errors - which must be resolved before the data may be submitted and (2) Warnings - which should be reviewed and corrected if necessary, but will not prevent submission of data

Code	Description

0 Error - No data entered -- error checks will be run after data are entered.

No data was entered on this record. Error checks are run after data entry takes place or prior to the "Submit Data" option.

1 Error - Invalid CDS Code

This is not a valid County District School (CDS) code. Please call Rebecca Larsen at (916) 327-4014 to obtain a valid code.

2 Error - DISTRICT ASSIGNED STAFF I.D. NUMBER or LAST NAME must be reported

A District Assigned Staff Identification Number (DASIN) or last name must be assigned to this PAIF record in order to identify the record for any necessary updates.   Please report either a District Assigned Staff Identification Number or Last Name.

3 Error - DISTRICT ASSIGNED STAFF I.D. NUMBER - duplicate number

The District Assigned Staff Identification Number is a duplicate of another PAIF record. Please check that you have entered the District Assigned Staff Identification Number correctly.

4 Warning - LAST NAME, FIRST NAME, MIDDLE INITIAL, DASIN - duplicate name/DASIN #

The Last Name, First Name, Middle Initial and District Assigned Staff Identification Number for this PAIF record are the same as another previously entered PAIF record. A staff member may not be reported at more than one school. If this is a duplicate record you may delete it by using the delete option. Otherwise, please check that you have entered the Last Name, First Name, Middle Initial and District Assigned Staff Identification Number correctly.

5 Warning - GENDER - must be M or F

The Gender field must contain M for male or F for female. Please check that you have entered the Gender correctly.

6 Error - BIRTH YEAR - not in valid range of 15 -82 (1915-1982)

The Birth Year must be between 1915 and 1982. Please check that you have entered the Birth Year correctly.

7 Warning - HIGHEST EDUCATIONAL LEVEL - not in valid range of 1 to 6

The Highest Educational Level must range between 1 and 6. The codes are 1- Doctorate, 2-Master's degree plus 30 or more semester hours, 3-Master's degree, 4-Bachelor's degree plus 30 or more semester hours, 5-Bachelor's degree, or 6-Less than a Bachelor's degree. Please check that you have entered the Highest Educational Level correctly.

8 Warning - RACIAL/ETHNIC DESIGNATION - should be reported

No Racial/Ethnic designation was reported for this PAIF record. Please indicate the Racial/Ethnic designation(s) to which the staff member belongs or with which they most closely identify.

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9   Error - RACIAL/ETHNIC DESIGNATION - must be Y or N

The valid codes for each Racial/Ethnic designation are Y for yes or N or no. Please check that you have entered the correct data for any selected Racial/Ethnic designation.

10   Warning - TOTAL YEARS OF EDUCATIONAL SERVICE - not in valid range of 1 to 59

The valid range of Total Years of Educational Service is between 1 and 59. Please check that you have entered a valid number of years for Total Years of Educational Service.

11   Warning - YEARS IN DISTRICT - not in valid range of 1 to 59

The valid range of Years in This District is between 1 and 59. Please check that you have entered a valid number of years for Years in This District.

12   Error - YEARS IN DISTRICT - cannot be greater than TOTAL YEARS OF EDUCATIONAL SERVICE

The number of Years in the District is greater than the Total number of Years of Educational Service. This is not possible since the Total number of Years of Educational Service must include the Number of Years in the District. Please make appropriate corrections to either the Number of Years in the District or the Total Years of Educational Service.

13   Warning - STATUS - must be T, P, L or O

The status field must contain the following: T for Tenured, P for Probationary, L for Long Term Substitute or Temporary employee, or O for Other. Please check that the data for Status has been entered correctly.

14   Error - FULL OR PART TIME position - must be F or P

There was no data or invalid data reported for the Full/Part time field. Please report either an F for Full Time or a P for Part Time.

15   Error - PERCENT OF FULL TIME - not in valid range of 1 to 99

A part time position must have a Percent of Full-time between 1 and 99. Please check that you have entered a correct value for Percent of a Full-time position.

16   Error - PERCENT OF FULL TIME - must not be reported for a full-time position

A full time staff member must work at least 100%. No value should be entered in the Percent of Full Time field. Please make a correction to either the Full/Part Time field or the percent of Full Time field.

17   Error - TEACH OVER 100% - Must be Y or N

The valid values for the Teach Over 100% is Y for yes or N for no. Please correct the data entered for the Teach Over 100% field.

18   Error - TEACH OVER 100% - must be a FULL-TIME teacher

The staff member is designated as part time, yet the Teach Over 100% field contains a Y for yes. This is not possible since only a full time staff member may teach over 100%. Please make appropriate corrections to either the Full/Part Time field or the Teach Over 100% field.

19   Error - TEACH OVER 100% - requires PERCENT IN ASSIGNMENT(s) to total over 100%

This staff member has a Y for yes in the Teach Over 100% field, but the sum of all of the assignment percents does not exceed 100%. This staff member should have assignments totaling over 100%. Please make appropriate corrections to either the Teach Over 100% field or to the assignment percents.

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Code	Description

20 Error - ASSIGNMENT CODE - not valid

The Assignment Code is not a valid code. Valid codes may be accessed by either pressing the right mouse button when the cursor is on the Assignment Code field or referring to the CBEDS administrative manual. Please check that you have entered a valid Assignment Code.

21 Error - ASSIGNMENT CODE(s) - must be reported

No Assignment Code has been reported for the staff member. At least one Assignment Code must be reported for each staff member submitting a Professional Assignment Information Form.

22 Error - PERCENT IN ASSIGNMENT(s) - not in valid range of 1 to 100

The Percent of Time field for a specific assignment is greater than 100%. Please check that each assignment code has a percent between 1 and 100 or that the "Teach Over 100%" has been checked. Please make appropriate changes to either the Percent of Time in Assignment or the Teach Over 100% field.

23 Error - PERCENT IN ASSIGNMENT(s) - must be blank or ASSIGNMENT CODE must be reported

A Percent of Time was reported in an "assignment block" although no Assignment Code was reported for this block. Please make the appropriate changes to either the Assignment Code or the Percent of Time field.

24 Error - PERCENT IN ASSIGNMENT(s) - must total to 100%

The assignment percents for this staff member do not total to 100%. Assignment(s) should total to 100% for all staff (full or part time) unless they work more than 100% (in which case the Teach Over 100% field should have a Y for yes reported). Please make appropriate changes to either the Percent of Time in assignment or the Teach Over 100% field.

25 Warning - ENROLLMENT - not in valid range of 1 to 199

The Enrollment reported for a gender in this assignment is more than 199 students. Please verify that the data for Enrollment are entered correctly.

26 Error - ENROLLMENT - must be reported for teaching assignment codes

This is a teaching Assignment Code and no Enrollment has been entered for either gender. Please make appropriate changes to either the Assignment Code or the Male and/or Female Enrollment.

27 Error - ENROLLMENT - must not be reported for admin, pupil services or non-teaching assignments

This Assignment Code is designated as pupil services, administrative, or non-teaching, and student Enrollment has been reported. Students cannot be enrolled in assignments designated as pupil services, administrative, or non-teaching. Please make appropriate changes to either the Assignment Code or the Male or Female Enrollment.

28 Error - MALE ENROLLMENT - must be blank or ASSIGNMENT CODE must be reported

Male Enrollment was reported in an "assignment block" although no Assignment Code was reported for this block. Please make the appropriate changes to either the Assignment Code or the Male Enrollment field.

29 Error - FEMALE ENROLLMENT- must be blank or ASSIGNMENT CODE must be reported

Female enrollment was reported in an "assignment block" although no Assignment Code was reported for this block. Please make the appropriate changes to either the Assignment Code or the Female Enrollment field.

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30 Error - GRADE LEVEL - not in valid range of 3 to 14

The Grade Level reported for a particular assignment code is not in the range of 3 to 14. Please correct the Grade Level by indicating a 3-(for Kindergarten, Grade 1, Grade 2, or Grade 3), 4 - Grade 4, 5- Grade 5, 6-Grade 6, 7-Grade 7, 8-Grade 8, 9- Grade 9, 10 Grade 10, 11-Grade11,12- Grade 12, 13-Multiple Grades (K-8), 14-Multiple Grades (9-12).

31 Error - GRADE LEVEL - must be reported for this ASSIGNMENT CODE

This is a teaching Assignment Code and a Grade Level was not reported. Please make appropriate corrections to either the Assignment Code or by reporting a Grade Level.

32 Error - GRADE LEVEL - must not be reported for this ASSIGNMENT CODE

A grade level is reported for a non-teaching Assignment Code. It is not possible to have a Grade Level for a non-teaching Assignment Code. Please make appropriate corrections to either the Assignment Code or by removing the Grade Level.

33 Error - GRADE LEVEL - must be blank or ASSIGNMENT CODE must be reported

A Grade Level was reported in an "assignment block" although no Assignment Code was reported for this block. Please make the appropriate changes to either the Assignment Code or by removing the Grade Level for this Assignment Code.

34 Error - UC/CSU COURSE- must be Y or N for this ASSIGNMENT CODE and GRADE LEVEL

The combination of this Assignment Code and a grade level of 9 to 12 or 14 requires a yes/no answer to the UC/CSU Requirement field. Please make appropriate corrections by reporting a Y for yes or N for no in the UC/CSU Requirement field or by changing the Grade Level or Assignment Code.

35 Error - UC/CSU COURSE - must be blank for this ASSIGNMENT CODE and GRADE LEVEL

A "Yes" response to the UC/CSU requirement was reported for a specific Assignment Code.   Either the grade level is within the range of K-6 or a "Yes" response is inappropriate for this assignment code. Please make appropriate corrections by removing the response to the UC/CSU subject field or by changing the Grade Level and/or Assignment Code.

36 Error - UC/CSU COURSE - must be Y, N, or blank for this ASSIGNMENT CODE and GRADE LEVEL

The combination of this Assignment Code and a Grade Level of 7 or 8 requires a yes, no, or blank answer to the UC/CSU subject field. Please make appropriate corrections by reporting a "Y" for Yes, "N" for no, or a blank for the the UC/CSU subject field or by changing the Grade Level or Assignment Code.

37 Error - UC/CSU COURSE - must not be reported for this ASSIGNMENT CODE

A "Yes" response to the "Meets UC/CSU requirements" was reported. This assignment code does not meet UC/CSU requirements. Please make appropriate corrections by removing the UC/CSU response or by changing the assignment code.

38 Error - UC/CSU COURSE - must be blank or ASSIGNMENT CODE must be reported

A response for UC/CSU subject was reported in an "assignment block" although no Assignment Code was reported for this block. Please enter the Assignment Code or remove the response to the UC/CSU subject field.

39 Error - TYPE OF TEACHING CREDENTIAL(S) HELD - must be reported for teachers

A teaching Assignment Code was reported and there was no response on the Types of Teaching Credentials field.

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Please enter data into at least one of the Types of Teaching Credentials fields or change the assignment code.

40 Error - AUTHORIZED TEACHING AREA(s) - must be reported for teachers

A teaching Assignment Code was reported and there was no response on the Subjects or Authorizations field. Please enter data into at least one of the Authorized Teaching Area(s) fields or change the assignment code.

Teachers on Emergency Permit are not required to check an "Authorized Teaching Area".

41 Error - International Baccalaureate class identified for K-6 Class

An International Baccalaureate (IB) Class assignment code was reported with an elementary grade level. IB classes are typically offered in Grades 9 through 12. Please check that you have entered the correct assignment code and grade level.

42 Error - Advanced Placement class identified for K-6 Class

An Advanced Placement (AP) class assignment code was reported with an elementary grade level. AP classes are typically offered in Grades 9 through 12. Please check that you have entered the correct assignment code and grade level.

43 Warning - Full credential and other credential selected with less than two authorizations identified

A full credential with at least one other credential (University Internship, District Internship, Pre-intern, Emergency Permit, or Waiver) was reported but less than two authorized teaching areas were reported. Please verify that the credentials were correctly identified. Please ensure that if Emergency Permit or Waiver are selected that they are used for the current assignment. Please verify that all authorized teaching areas have been selected.

44 Warning - Significant change in number of staffing counts

There has been a significant change in the number of administrative, teaching, or pupil services staff reported in one or more schools. Please verify that all PAIF records have been correctly entered with appropriate assignment codes.

Triggers:
Administrative Staff
  For schools with 2 to 10 teachers in the previous year: 100% change.
  For schools with 11 or more teachers in the previous year: 50% change.

Teaching Staff
   For schools with 6 to 10 teachers in the previous year: 100% change.
   For schools with 11 or more teachers in the previous year: 50% change.

Pupil Services Staff
   For schools with 2 to 10 teachers in the previous year: 100% change.
   For schools with 11 or more teachers in the previous year: 50% change.

  >>> Formula
  Percent change = (Previous year staff count - Current year staff count) / Previous year staff count

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Code	Description

45 Error - Years of service greater than age minus 17

A staff member's Total Years of Educational Service is greater than the person's age [minus 17 years. Please check the accuracy of these numbers.

46 Error - Years in district greater than age minus 17

A staff member's Years in this District is greater than the person's age minus 17 years. Please check the accuracy of these numbers.